***Creating a Podcast***

1. Log onto your computer
2. Plug your headset in to the USB port, and wait for it to be recognized with ‘ding’ sound.
3. Go to Start > Programs > Audacity. Confirm that your computer is not muted.
4. Now record a test track to make sure that the volume is correct.
   1. Click on the button with the red circle on the top to begin recording. The pause button allows you to stop /start without laying a new track. You must unpause to continue recording. When you are done, press the yellow square button again to stop. To play it back, press the green arrow.
   2. Wavelengths will reflect if you are recording. Adjust the volume using the microphone slide ruler at the top, and test it again to ensure you have correct audio levels.
   3. Delete your test rack by clicking on the “x” all the way on the left next to the words “Audio Track.”
5. Record your real track.

***To Export Your File as an MP3 (Saving to the Desktop)***

1. Go to File > Export as MP3.
2. Pull down in the “Save In” box at the top, and navigate to the Desktop.
3. Rename your file under File Name: Last Name First Initial and block (example: SmithJ2B). DO NOT USE PUNCTUATION.
4. A caution message concerning ‘LAME” may come up. If so, you will need to click “Yes.” This will bring you back to the Desktop and you will select Student Shortcuts> Audacity > Lame and open.
5. When the Edit box comes up, click OK.
6. Your file will be saved to the Desktop. Minimize audacity and confirm that your file is on the desktop. Do not close audacity until you confirm that your file is on the desktop. If not ask for help.